

## **Gateway Communities Coordinator Position Announcement**

The Florida Trail Association builds, maintains, protects, and promotes the unique Florida National Scenic Trail (Florida Trail), along with a network of hiking trails throughout the state of Florida. Together with our partners, the Association provides opportunities for the public to contribute to meaningful volunteer work, engage in outdoor recreation, and participate in environmental education.

The Florida Trail is a congressionally designated National Scenic Trail. The USDA Forest Service is the administrator of the Florida Trail, charged with planning routes, overseeing development and establishing partnerships to complete the trail. The trail is approximately 1,400-miles long and is intended to offer a continuous, permanent non-motorized recreation opportunity for hiking and other compatible activities. Over its length, it showcases the incredible biodiversity, history, and rich culture of Florida. Its termini lie in Gulf Islands National Seashore to the North and Big Cypress National Preserve in the South.

**Job Title:** Gateway Communities Coordinator

**Department:** Florida Trail Program

**Location:** Tallahassee, FL

**Employment Type:** Part-Time; Temporary, 20-25 hours a week for 16-20 weeks

**Compensation:** \$15/hour

### **Position Description:**

The Florida Trail Gateway Community Program creates a partnership with Florida communities through which the Florida Trail passes. By partnering with these communities, we connect users to the places of commerce that offer important resources to the long distance hiker. Ideally, the Gateway Community program will enhance the experience of Florida Trail hikers and motivate visitors of the town to explore the Florida Trail, at the same bringing economic growth to the business owners in these communities.

The Gateway Communities Coordinator position will focus on the maintenance and advancement of the Gateway Communities program.

### **Job Responsibilities:**

- Create and maintaining partnerships with towns along the Florida Trail
- Survey hike foot-traffic in Gateway Communities
- Advance the Florida Trail Passport Program
- Organize presentations for meetings and events
- Find creative ways to attract more viewers to the FTA website, social media, etc.
- Design a Florida Trail Gateway Communities business toolkit
- Coordinate with the USFS, the FTA, and community leaders to meet and maintain program goals

### **Skills Required:**

- Possess a Bachelor's Degree
- Excellent writing and speaking skills
- Strong entrepreneurial instincts
- Good research skills
- Results-oriented work ethic
- Proficient in Microsoft Office Suite
- Able to occasionally travel within the state of Florida
- Use of a reliable personal vehicle for travel— all travel will be reimbursed at the current federal per-mile rate, and all food and lodging expenses will be covered.

### **Skills Preferred:**

- Degree in marketing, communications, planning, or related field
- Experience using Wordpress

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**How to apply**—Please email *all* of the following information in PDF format to [gatewaycommunity@floridatrail.org](mailto:gatewaycommunity@floridatrail.org):

1. A cover letter explaining your interest and salary requirements
2. Resume
3. Three professional references